

# NEW YORK STATE SECURITY BREACH REPORTING FORM

## Pursuant to the Information Security Breach and Notification Act (General Business Law §899-aa; State Technology Law §208)

**Name and address of Entity that owns or licenses the computerized data that was subject to the breach:**

Imhoff and Associates, P.C.

Street Address: 12424 Wilshire Blvd

City: Los Angeles

State: CA

Zip Code: 90025

**Submitted by:** Tanya Forsheit Title: Partner Dated: August 26, 2014

Firm Name (if other than entity): Baker &amp; Hostetler LLP

Telephone: (310) 442-8831

Email: tforsheit@bakerlaw.com

Relationship to Entity whose information was compromised: Outside Counsel

**Type of Organization** (please select one): ☐ Governmental Entity in New York State; ☐ Other Governmental Entity;  
☐ Educational; ☐ Health Care; ☐ Financial Services; ☒ Other Commercial; ☐ Not-for-profit**Number of Persons Affected:**

Total (Including NYS residents): 1967 NYS Residents: 53 pursuant to NY statute

If the number of NYS residents exceeds 5,000, have the consumer reporting agencies been notified? ☐ Yes; ☒ No.**Dates:** Breach Occurred: June 27, 2014 Breach Discovered: June 27, 2014

Consumer Notification: mailing commenced on August 26, 2014

**Description of Breach** (please select all that apply):☒ X – please see attached Appendix J Loss or theft of device or media (e.g., computer, laptop, external hard drive, thumb drive, CD, tape);☐ Internal system breach; ☐ Insider wrongdoing; ☐ External system breach (e.g., hacking); ☐ Inadvertent disclosure;☐ Other (specify):**Information Acquired:** Name or other personal identifier in combination with (please select all that apply):☒ X Social Security Number☒ X Driver's license number or non-driver identification card number☐ Financial account number or credit or debit card number, in combination with the security code, access code, password, or PIN for the account**Manner of Notification to Affected Persons - ATTACH A COPY OF THE TEMPLATE OF THE NOTICE TO AFFECTED NYS RESIDENTS:**☒ X Written; ☐ Electronic; ☐ Telephone; ☐ Substitute notice.

List dates of any previous (within 12 months) breach notifications: None

**Identify Theft Protection Service Offered:** ☒ Yes; ☐ No.

Duration: One year Provider: AllClear ID

Brief Description of Service: Credit monitoring and identity theft protection services

## **Appendix**

Our client, Imhoff and Associates, P.C. ("Imhoff"), learned on June 27, 2014, that a hard drive containing backup files for one of the firm's servers was stolen from the locked trunk of an employee's vehicle. Imhoff immediately notified the Santa Monica Police Department and began a thorough internal investigation to determine what information was contained on the hard drive.

After a detailed review with outside computer forensic experts, Imhoff confirmed that the hard drive may have contained files with differing amounts of employee and client information, including name, Social Security number, driver's license number and contact information (e.g., email address, mailing address and phone number). Imhoff has been working with law enforcement, but to date, has been unable to locate the hard drive.

Imhoff has no reason to believe that the hard drive was stolen for the information it contained or that the information has been misused in any way. Although the hard drive was not encrypted, special software would be required in order to read most of the information on the hard drive. Still, as a precaution, Imhoff will begin notifying individuals affected by the incident on August 26, 2014 and is offering them one year of complimentary credit monitoring and identity theft protection services through AllClear. Imhoff is also providing call center support for those affected.

To help prevent something like this from happening in the future, Imhoff is strengthening its encryption processes and enhancing its policies, procedures and staff education regarding the safeguarding of firm property and information.

IMHOFF &  
ASSOCIATES, PC  
CRIMINAL DEFENSE ATTORNEYS

Processing Center · P.O. Box 3825 · Suwanee, GA 30024

August 26, 2014



John Q Sample  
123 Main Street  
Anytown, US 12345-6789

Dear John Q Sample:

Imhoff and Associates, PC ("Imhoff") is writing to inform you of an incident involving a theft of a backup hard drive that may have contained some of your information.

**What happened?**

During the early morning hours on June 27, 2014, a hard drive containing backup files for one of the firm's servers was stolen from the locked trunk of an employee's vehicle. The employee discovered the theft later that day and immediately notified the Santa Monica Police Department. We have been working with law enforcement but, to date, they have been unable to locate the stolen hard drive.

Imhoff also immediately began an internal investigation to determine what information was contained on the hard drive. Working with outside computer forensic experts, we have confirmed that the hard drive may have contained your name, birthday, Social Security number, driver's license number, and contact information, such as your home address, e-mail and phone number.

**What is Imhoff and Associates doing to protect me?**

Imhoff has no reason to believe that the hard drive was stolen for the information it contained or that your information has been accessed or used in any way. However, as a precaution, we have arranged to have AllClear ID help you protect your identity for 12 months at no cost to you. The following identity protection services will be available to you beginning on the date of this notice, and you can use them at any time during the next 12 months.

AllClear SECURE: The team at AllClear ID is ready to work with you to protect your identity. Because you are receiving this letter, you are eligible to use the AllClear SECURE service if you so choose. If a problem arises, simply call (877) 615-3769 and a dedicated investigator will assist you in attempting to recover financial losses and take steps to help restore your credit and identity to their proper condition. AllClear maintains an A+ rating at the Better Business Bureau.

AllClear PRO: This service offers you additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. If you would like to use the AllClear PRO service, you will need to provide your personal information to AllClear ID. You may sign up for the AllClear PRO service online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling (877) 615-3769 using the following redemption code: 9999999999.

Please note: Additional steps may be required by you in order to activate your phone alerts.

We also recommend that you carefully check your credit reports for accounts you did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately. If you find any suspicious activity on your credit reports, call the police. Also, please review the enclosed "Information

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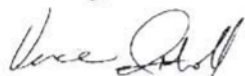
about Identity Theft Protection” reference guide on the back of this letter, which describes additional steps you can take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file.

**What is Imhoff and Associates doing to prevent this from happening in the future?**

To help prevent something like this from happening in the future, we are strengthening our internal processes with respect to encryption and enhancing our policies, procedures and staff education regarding the safeguarding of company property and information.

If you have further questions or concerns about this incident, please call **(877) 615-3769**, Monday through Saturday, 8:00 a.m. to 8:00 p.m. Central Standard Time (closed on U.S. observed holidays). We sincerely regret any inconvenience or concern caused by this incident.

Sincerely,

A handwritten signature in black ink, appearing to read "Vincent Imhoff", written in a cursive style.

Vincent M. Imhoff  
Managing Director  
Imhoff & Associates, PC